

Minutes of the Health and Human Services Board and Committee

Thursday, March 2, 2006

Jeskewitz (filling in for Chair Stamsta) and Chair Farrell called the meeting to order at 1:04 p.m.

Committee Members Present: Supervisors James Jeskewitz, Andy Kallin, Bill Kramer, Barbara Roncke and Rob Hutton. **Absent:** Duane Stamsta and Sandy Wolff

Board Members Present: Citizen Members Dennis Farrell (Chair), JoAnn Weidmann, Dick Wutt and Supervisors, Duane Paulson, Barbara Roncke. **Absent:** Duane Stamsta, Vera Stroud, Michael O'Brien, Abril Medina.

Also Present: Chief of Staff Lee Esler, Health and Human Services Director Peter Schuler, Deputy Director Don Maurer, Veterans Services Director John Margowski, Administrative Services Division Manager Russ Kutz, Public Health Manager Dr. Nancy Healy Haney, Internal Audit Manager Lori Schubert, Principal Internal Auditor Jackie Siewert, Senior Financial Analyst Clara Daniels, Clinical Services Division Manager Mike DeMares, Mental Health Advisory Committee Chair Linda Cole and Clinical Therapist Eve Altizer.

COMMITTEE AGENDA ITEMS

Approve Minutes of 12-15-05

MOTION: Kramer moved, seconded by Roncke to approve the minutes of December 15, 2005. Motion carried 5-0.

Announcements

Esler stated that the Taxpayer Protection Act is going strong but the Wisconsin Education Association Council (WEAC) is against it.

The annual Health and Human Services Public Hearing is scheduled for April 25th at the Expo Center beginning at 7:00 p.m.

BOARD AGENDA ITEMS

Approve Minutes of 12-15-05

MOTION: Paulson moved, seconded by Weidmann to approve the minutes of December 15, 2005. Motion carried 5-0.

Announcements

Farrell announced that Dr. Guy resigned from the Health and Human Services Board. Schuler stated that we received a letter from the Medical Society saying they were looking for a replacement. Weidmann suggested the Board contact Dr. Feulner, Dr. Panagis or Dr. Jennison, all from the Public Health Advisory Committee, regarding the vacancy.

Weidmann stated that today the hearing is scheduled regarding smoke-free environments in Milwaukee.

Schuler announced that the two long term care planning consortium groups of which Waukesha is part of received a \$100,000 planning grant each. We will have staff participating in both workgroups, and he noted that there are other counties who are also in more than one planning group. He emphasized that these are planning groups, and as planning concludes and the state prepares to issue implementation RFP's, we will likely need to decide which group (assuming both would respond to the RFP) we intend to work with. This would, of course, involve input and deliberation by numerous stakeholders.

Maurer announced that we heard from the Waukesha Housing Authority that because of federal cutbacks they are not taking any new applications for at least six months. The wait list is now closer to five year and they are not accepting any transfer vouchers. Kallin asked is this meant that payments to landlords would also be cut, but Maurer replied that we have not heard anything about that.

Weidmann will work with Schuler regarding a resolution that would require environmental health to attend board meetings and reporting to the health board in order to meet state statutes.

Advisory Committee Reports

Weidmann announced that the Southeast Wisconsin Association of Local Health Departments and Boards held a meeting on February 8th. There was a discussion of the flu vaccine and getting enough for vulnerable populations. She also brought up this topic at the Health Council. There was discussion regarding the State's IS Electronic Lab Reporting and Outbreak Management system, which is compared to the size of WiSACWIS – access will be tightly controlled and should help with lab reporting. It would require a million dollars a year to maintain and they are building that amount into their request.

Schuler commented on the new electronic system – if it presents anywhere near the challenges that WiSACWIS did, we just won't be able to survive it especially if it involves as much county information time. It must be able to connect easily with other county government systems, or stand alone to be accessed via the web. The costs of maintaining WiSACWIS has dropped to \$49,000, but now that the federal government might cut child welfare, the state may try to charge us more. The amount of staff time and IS time has been incredible, and it has not improved services or capacity.

At the Public Health Advisory Committee meeting on February 9th, there was discussion that between the Aging Commission and Bioterrorism, it is eating up staff time. They had a contracted person who worked ¾ time, but it didn't work – you can't ask a social service organization to supervise. You need someone internal that can be supervised with a good background knowledge. Public Health presently has 16 different planning functions they are supposed to be doing right now and there's no way staff can do this and their own job. Weidmann suggested we find out what other agencies are doing. We have \$175,000 allocated for bioterrorism. Other medium sized counties have already gotten help and Milwaukee has such a large staff and funding, they are not seeing these same staff issues.

Weidman will be attending a WALHDAB meeting next week.

Farrell announced that DDAC and CAFSAC are very busy working on their needs report to the board.

Meeting Approvals

Weidmann is requesting approval to attend a workshop in St. Louis regarding performance standards.

MOTION: Paulson made a motion seconded by Wutt to approve Weidmann's attendance at this workshop. Motion carried 5-0.

Wutt attended a meeting on February 22, 2006 for CCS training. He is requesting approval from the board to consider this meeting.

MOTION: Paulson made a motion seconded by Weidmann to approve his attendance at this meeting. Motion carried 5-0.

Wutt is requesting approval to attend a Rosie O'Toole meeting on March 16th.

MOTION: Weidmann made a motion seconded by Roncke to approve his attendance at this meeting. Motion carried 5-0.

Future Agenda Items

Board members would like Environmental Health to give an update and hopefully participate in future board meetings.

COMMITTEE AGENDA ITEMS

2005 Veterans' Service Annual Report

John Margowski, Director, Department of Veterans' Service presented the 2005 Annual Report and handed out a copy to all present. Margowski pointed out that the number of veterans in Waukesha County is approximately 32,000. He gave the statistics relating to incoming phone calls to the Department, number of clients coming into the office and number of referrals to other providers for additional services and appearances on behalf of veterans. The most significant change is that Compensation and Pension benefits rose by over \$2 million. Veterans Administration payments for the last fiscal year were also included in this report and the total of these federal benefits was \$42,961,169. Margowski also went over the Wisconsin Department of Veterans Affairs benefits which totaled \$909,747. Margowski presented an addendum to the 2005 Report and that is the amount of expenditures by the Veterans Service Commission in 2005 is amended from \$1,234 to \$2,413 for Veterans Relief, FDR budget purposes.

Margowski reported that the new Nursing Home in Union Grove will open this year at about 40 beds at a time, but Kenosha and Racine counties will fill it up pretty quick, but at least we have another facility available. The Wood National Cemetery is closed for veteran's burials, but is open for the interment of current service persons killed in action.

Paulson stated that Margowski's office does a wonderful job for veterans, but that the future is grim. Margowski said the biggest problem with the State programs is the lack of money in the trust fund. They are trying to turn this around with a new Personal Loan Program, which is where the majority of the money in the fund came from.

He stated that at the Federal level there is a Veteran's Disability Commission that has been in place for a year, and they are doing a Post Traumatic Stress Disorder study to make sure the criteria they are using is correct and the methodology is correct. Their report should be ready in November.

MOTION: Kallin made a motion to approve the 2005 Veterans' Services Annual Report seconded by Kramer. The motion carried 5-0.

Special Living Fund System Review

Lori Schubert, Internal Audit Manager, presented on the Special Living Fund system review. The Special Living Fund is used to track individual accounts for clients who are not capable of managing their own funds and the county is the representative payee – approximately 400+clients. A project to replace this system was originally planned for 2003 but has been delayed to 2007. One of the areas of concern is data being manipulated manually or rekeyed from one system to another. Also the multiple and outdated software packages are an area of concern because the operation of the fund includes tasks that are done in Quickbooks, Access 2000, Access 97 and Excel. Data is also downloaded from PeopleLink and manually entered into Avatar to track the receivables related to cost of care. Even though the current processes accomplish the task they reduce the efficiency of the system as well as increase the chance of problems with data translation and increase the risk associated with duplicate data entry.

Their recommendation included using a translation service that would translate the bank text file to a form which can be directly uploaded to Quickbooks which would eliminate the manual manipulation of the text file on a daily basis and eliminate the need to use the unsupported Access 97 program. There are several services available and the initial setup cost would be about \$750 with a monthly fee of \$50, making the cost for the first year approximately \$1,350 and thereafter \$600 annually until a replacement system is designed. The second recommendation involved the development of the replacement system capable of eliminating as many of the areas of translation of data and duplication of data entry.

DHHS Contract Procedures Audit Review

Lori Schubert, Internal Audit Manager, reviewed the DHHS Contract Procedures Audit Review. Booklets were given to all board and committee members prior to the meeting. Schubert explained that the scope of the audit was to evaluate the system of controls over the contract procurement process within DHHS including a review of the contracting process, payments and related systems. Schubert review contracting procedures as outlined in pages 6 through 11 of the audit.

The report contains six recommendations to improve the controls over services purchased by Health and Human Services. These include 1) maintaining adequate documentation of annual vendor negotiations, 2) expanding the use of economic interest statements, 3) reviewing products and services purchased and determining which areas may be improved by competitive bidding, 4) utilizing competitive bidding when purchasing new types of services, 5) ensuring compliance with current contracting procedures involving insurance documents, and 6) developing an up-to-date set of written procedures related to the contract process.

Schuler stated that the Department has a number of long term vendors that we were unable to give any increase in funding. We are not buying something off the shelf and none of the services were bid out in 2004 and 2005. Schubert stated we want to make sure we have controls in place to make sure we are getting the best product for the best price. The process and documentation can vary due to the nature of the business, but Schubert is recommending that Division managers maintain adequate documentation of annual vendor negotiations, She understands that this documentation may vary between Divisions; however, a minimum standard should be developed and adhered to by all managers. They also recommend that case managers and other employees directly responsible for purchasing services complete annual statements of economic interest after reviewing the current vendor listing and disclosing any relationships, financial interest, or potential conflicts of interest with these vendors. Our larger contracts, i.e. LSS that provide a number of programs and services may not be practical to bid out for the well being of our customers and considering the nature of the programs/services, the partnerships developed with vendors, and the fact that many vendors contribute other funds towards the programs. We need to determine which programs can be bid out and not cause harm to the department financially, or to its customers. Schubert is recommending that the department utilize competitive bidding, whenever feasible, when purchasing new types of services. If the department determines that sole or single source purchases are appropriate, they recommend we document the reasons for this determination.

The audit included selecting a sample of 50 contracts to determine the level of compliance with current procedures. Of that 50, there were 28 where the county was not listed as “additional insured” on the vendor’s insurance certification, 8 where the contract file did not contain documentation of workers compensation or employers liability insurance and 6 where the funding detail sheet contained in the contract file was less than the total payments during the year. To ensure compliance with current contracting procedures, Schubert is recommending that procedures be implemented to ensure that vendors are required to list Waukesha County as an additional insured, appropriate insurance certificates are submitted for all insurance types, and adequate funding detail sheets are obtained and maintained in the vendor contract file.

During the audit, Schubert surveyed 12 other counties for information related to their use of the competitive bidding process. They are recommending that we meet with Kenosha County and find out what they have learned over the past few years from their bidding process.

The last part of the audit was an analysis of what program services the department does that are mandated and those that are not. Schuler stated the only true county initiative is the Criminal Justice Collaborating Council (CJCC) and the Special Living Fund. The CJCC is in our budget because Dan Finley felt it should be here and it is related to the costs of the main jail and huber jail.

On pages 16 and 17 of the audit is the program analysis listing the programs, their expenditures, revenues, allocated BCA revenue and levy. After reviewing this information, the Board and Committee commended Schubert on the excellent work she put into this audit.

Performance Standards for Governance Boards

Weidman and Healy Haney passed out booklets to the board and committee members. The booklets included the “Local Public Health Governance Performance Standards”, a forward to

the document, and the questions relating to Essential Service #1. Weidmann read over the 10 essential services. All members of the board and committee were asked to complete the questions relating to Essential Service #1, mark the upper right hand corner with a "B" if you are a member of the board and a "C" if you are a member of the committee, and return it in the envelope provided. The assessment instrument is a self-assessment tool based on the 10 essential public health services. It provides a brief definition of each service and a short statement that is designed to capture the essence of a local governing body's primary role in the provision of that service. Public Health is responsible for preventing epidemics and the spread of disease. Public Health systems – public, private, and voluntary entities with differing roles, relationships and interactions, all contribute to the health and well-being of the community. The Board is responsible for the core functions – assessment, policy development and assurance. This will be an on-going agenda item at future meetings to go through the 10 essential services.

Healy Haney presented a powerpoint presentation from the National Association of Local Boards of Health (NALBOH) which was specifically prepared for the board and committee. After returning from the conference, Healy Haney stated a Public Health Fusion Committee is being developed which will bring together other first responders from municipalities and would include police and fire and local businesses. Not all municipalities have local fire and police departments so this also has to be addressed. The Communications Office will get the information out, but board members will be relied upon to also get this knowledge out to appropriate persons in their community.

When Kallin asked about the chain of command and that all municipalities are doing some of their own plans, Healy Haney stated that the Health Officer is the chain of command, but for other parts of emergency government would come under the Emergency Government Director depending on the type of incident. It is the local officials who are responding to disasters such as Katrina.

Mental Health Advisory Committee Unmet Needs Presentation

Clinical Services Manager Mike DeMares introduced Linda Cole, Chairperson of the Mental Health Advisory Committee and Eve Altizer, Clinical Therapist for the Waukesha County Health and Human Services Department. Cole passed out the Unmet Needs Recommendations to all present and read over the list. Recommendation #2 is asking for increased funding of \$23,000 for Clubhouse. DeMares stated that because of the new CCS (Comprehensive Community Services) program the county can now receive federal funding for services already being provided by the county i.e. clubhouse. We are submitting bills to the state and we get the federal share from the state. \$94,125 is presently funded for Clubhouse.

Recommendation #3 is asking for increase in services to the SED (seriously emotionally disturbed) population through flex spending to increase programming at a cost of \$31,000. There was some discussion about bringing orphanages back since there is a shortage of foster homes. Even though some people in the community think this would be a good idea, it is psychologically not the best for children. Supervisor Kallin noted that the failure rate of children coming out of foster homes is 60 – 70%. The focus should be on maintaining these families and preventing the problem from occurring in the first place rather than acting after the fact. Altizer spoke about the Family Day to the Dells that the Partnerships for Children's Mental Health does each summer. The money for the trip comes from fundraisers held by staff at Health and Human

Services. Kallin asked what type of respite we have for these families and Eve explained that they look for natural resources first, i.e. family and friends, secondly from foster homes or treatment foster homes and lastly out of home placement. Cole passed around brochures on Friendships and the Clubhouse. Hutton asked how much funding they receive from other sources - \$14,000 from United Way and \$4,000 from CDGB and through funding from Goodwill a staff person who works at Clubhouse.

Mental Health Crisis Grant Update

DeMares gave an update on the Mental Health Crisis Grant. In 2004, the State gave Milwaukee and Waukesha Counties a 5 year grant to expand crisis services in cooperation with one another. It has taken about 1 ½ years to determine what we can and cannot use this money for and at this point, Russ Kutz and DeMares are putting together an ordinance to accept the \$58,200. A portion of this money will be used to expand crisis services 30 hours per week Monday through Friday and a few more hours on the weekend at the Mental Health Association. We are also going to use some of the money for the peer support specialists for training and a stipend of \$7.00/hr. We have four of our consumers that have been trained, and they plan on expanding that number to 20. This is an 80 hour program. We will use \$5,000 to create a "Warm Line" through First Call for Help where a consumer can talk to another consumer. Monies will also go for training internal staff to expand the Chapter 34 crisis license activity. Most of these expenses are one-time only and there will not be any tax levy.

Announcement

Farrell asked is one of the board members could attend the Joint Conference Committee since Dr. Guy resigned and Stamsta is out of town. Barbara Roncke agreed to attend and Weidmann may also be able to attend.

Adjournment

MOTION: Paulson made a motion, seconded by Weidmann to adjourn the Board meeting. Motion carried 5-0.

MOTION: Kallin made a motion, seconded by Roncke to adjourn the Committee meeting. Motion carried 5-0.

The meeting adjourned at 4:55 p.m.

Minutes recorded by Kathy Leach.

Respectfully submitted,

Andrew J. Kallin
Secretary for the Committee